



Sleaford Town Council
Services Panel
Notes and Report of Meeting - 18th January 2022
10:30am to 12.26pm

Panel members present:

Cllr K Fernandes
Cllr D Suiter
Cllr L Edwards-Shea
Cllr H Lorimer
Cllr J Thomas
Cllr M Offer

Meeting and Panel supported by the Town Clerk, Deputy Town Clerk and Administration Officer (MW)

1. **Panel Lead's Welcome**

The Panel Lead welcomed all to the meeting.

2. **Apologies**

Apologies for absence, with reasons, were received from Councillors D Darmon.

3. **Notes from the meetings held on 2nd November 2021**

The Panel Lead introduced these notes which had already been presented to Full Council on 24th November 2021. This item was noted.

The format of the agenda was questioned in relation to receiving Declarations of Interest. It was noted that not all Panel Agendas are consistent.

Action: Cllr H Lorimer to seek advice and confirmation from the Clerk if Declarations of Interest are to form part of all agendas

4. **Allotments**

It was reported that the new allotment rental year started on 1st October 2021 with a good uptake on current tenants renewing their tenancy agreement.

The following was also reported:

- Out of approximately 175 allotments held, only 6 current tenants failed to pay, this leading to Sleaford Town Council automatically terminating their tenancy agreement.
- 79 people are on the waiting list.
- 9 plots are currently vacant and are in the process of being allocated to those on the waiting list.
- An asbestos contractor removed a large shed from one plot on the Drove Lane Site at a cost of £1,000
- Tightening up on non-compliant tenancies

It was suggested that the Finance & Strategy Panel investigate a new allotment site to accommodate the waiting list and to look at costings in order to raise rental fees.

Action: Office to review the current tenancy agreement and bring back to a future meeting. Consultation with allotment tenants to occur when appropriate.

5. Service Team

The Deputy Clerk and the Services Team Leader provided a written report giving an update on the work carried out by STC's Service Team over recent months and highlighted work planned for 2022. These included:

Work Carried Out

- Tree work through arboricultural contractor on various sites, as recommended by tree inspection 2019 and in response to complaints from residents
- Contractor brought in to reduce boundary hedge from Galley Hill allotment site – to reduce in height so that the work can be carried out in house in future
- Allotment plots – management of tenancies and clearing unkempt allotments
- Depot – erection of a stud wall to comply with fire and H&S regulations and improve welfare facilities for the team
- Tree replenishment at the Cemetery and Boston Road Recreation Ground
- Continuing with keeping grass down and tidy at Cemetery
- Planting of spring-flowering bulbs in Cemetery
- Leaf clearing on footpaths throughout town centre

Worked Planned

- Triennial Tree Inspection by NKDC Tree officer Summer 2022
- Tree and hedgerow work early 2022 / autumn – hedgerows, pollard lime tree at Cemetery
- Replacement notice boards for the two Allotment sites – in house fabrication
- Tidying up Castlefield – litter pick and removing self-seeded trees
- Continuing with Allotment checks and clearing – Moving onto Phase Two of management plan
- New winter/wet weather tyres on the John Deere – ensures safe working on allotment clearances and skip loading.

The Deputy Clerk and the Services Team Leader were thanked for producing the report which Panel Members felt gave them a real insight into the work carried out by the Service Team.

The Panel noted the report.

Action: Update on Council's Service Team, in the form of a written report to be a regular item on the agenda and to include "complications to be sorted", as heading.

6. Services Work Plan

The Panel discussed the priority projects for 2022 and agreed on the following list:

- 1) Grass cutting machinery – replacement of sit on mover for Cemetery - **Action: Clerk to investigate and report to Full Council**
- 2) Vehicles for Service Team Work - **Action: Clerk and Services Team Leader to review**
- 3) Water at the Allotments – move to a more sustainable supply - **Action: Deputy Clerk and Administration Officer to investigate**
- 4) Play Equipment – three year play strategy - **Action: Councillors to lead**
- 5) Public toilet provision - **Action: refer to the Finance & Strategy Panel**

7. Closed Session

It was proposed, seconded and **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the sensitive nature of the business to be discussed in relation to the following matter: -

Vote: Unanimous.

The Deputy Clerk, being the host of the Zoom Meeting, ensured members of the public were no longer participating and confirmed the recording had been stopped.

8. Adult Fitness Trail

It was reported that 3 Request to For Quotations (RFQ) had been received within the correct timescale.

These bids were discussed in great detail in order to assist and steer a final decision for award of the contract.

Action: Clerk to submit a recommendation to Full Council for award of the contract.